

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 24-501

1 SEPTEMBER 1998



**30TH SPACE WING
Supplement 1**

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Transportation

**THE AIR FORCE DO-IT-YOURSELF (DITY)
MOVE PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 24-5, *Transporting and Storing Personal Property*, as well as the transportation entitlements under the DITY move program in the Joint Federal Travel Regulation (JFTR), par. U5320-E. It provides guidance and procedures for moving professional books, papers, and equipment (PBP&E) and using recreational vehicles, camper trailers, and travel trailers. The DITY move program is for all Air Force military members or the next of kin of a deceased member. All levels may prepare supplements to this instruction.

(30SW) AFI 24-501, 1 Sep 98, is supplemented as follows:

(30SW) This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. Forms affected by the Privacy Act will have an appropriate Privacy Act Statement or one will be provided upon request. The authority to collect and maintain the records prescribed in this publication are Title 37, US Code 406, Title 5, US Code 5726, and EO 9397, November 1943 (SSN). The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 37-160, Volume 8, *The Air Force Publications and Forms Management—Developing and Processing Forms*, affects this publication.

SUMMARY OF REVISIONS

This revision updates the information in paragraph 9. A bar (|) indicates a revision from the previous version.

(30SW) The revision of this publication is to meet the format standards required by the Air Force. No content material has changed. Some required format changes have been made to allow for the

conversion process. Paragraph has been renumbered to comply with new AFI 24-501. A | denotes changes from last revision.

Section A—Traffic Management Office (TMO) Responsibilities

1. Introduction. The DITY program is available to military members and the next of kin of a deceased member. The DITY program allows members to personally move household goods (HHG) and collect an incentive payment from the Government when they have orders for permanent change of station (PCS), temporary duty (TDY), separation or retirement, or assignment to, from, or between Government quarters. A member can use certain vehicles to move HHG instead of having the Government ship them. Members may use the DITY program to move all or a portion of their authorized JFTR weight allowance.

2. Internal Management Controls:

2.1. Controls on Fraud, Waste and Abuse. TMOs and appointed TAs will establish internal control procedures to ensure proper counseling of the member and preclude the unnecessary expenditure of Government funds. At a minimum, the program will encompass:

2.1.1. An internal quality control program. Program goals will be to preclude:

2.1.1.1. Unauthorized shipment of personal property.

2.1.1.2. Improper DITY moves.

2.1.1.3. Transportation personnel involvement in fraudulent DITY moves.

2.1.2. A training program to:

2.1.2.1. Ensure proper counseling of the member.

2.1.2.2. Ensure correct computation of operating allowance and PPGBL constructive cost.

2.1.3. A review of travel orders to ensure proper funding is provided as well as to ensure verbiage does not circumvent current regulations, or transportation entitlements. TMO's in receipt of questionable or improper travel orders will request an explanation from the order issuing authority.

3. DITY Procedures:

3.1. The TMO gives members information on the methods and procedures for making a DITY move. Advise members that they may choose one of the DITY methods below, either alone or in conjunction with a Government arranged move. The TMO also prepares DD Form 2278, **Application for Do-It-Yourself Move and Counseling Checklist**, for members. The member may choose:

3.1.1. Privately Owned Vehicle (POV) DITY Move. Vehicle must conform to the guidelines in paragraph 5. of this instruction and to JFTR, par. U5320-E.

3.1.2. DITY Move Using Rental Vehicles. Member rents normal types of rental vehicles, equipment, moving aids, and packing material using the operating allowance provided by the origin financial service officer (FSO). The member performs all or part of the labor for the move.

NOTE:

Labor charges submitted under the DITY program are an authorized expense for tax purposes and should be identified in paragraph 3c of AF Form 3540, **Do-It-Yourself (DITY) Move Certification** (52 Comp Gen 936, 1973). Members should be counseled that:

3.1.2.1. Claims should be reasonable.

3.1.2.2. Each claim will be judged on its own merits.

3.1.2.3. Claims for labor of the member or dependents within the household will not be honored.

3.1.2.4. This reasonable amount will be included on a receipt and reflect the identification of each person to whom payment was made, including name and address and amount of time for which payment was made.

3.1.3. "You-Load They Drive" Method. Commercial HHG Carriers offer this type of service. The member performs all or part of the labor for packing, unpacking, loading, or unloading of the van. The commercial carrier supplies the driver and performs the line-haul movement.

3.1.4. DITY Move-In Connection With a Government Arranged Mobile Home Shipment (JFTR, par. U5330-F5). Articles of HHG that otherwise can be authorized for shipment at Government expense and must be removed from a mobile home to meet safety requirements may be moved by the DITY method.

3.1.4.1. Such items include, but are not limited to, heavy appliances and furniture, air conditioners, skirts, awning, etc. See JFTR, Appendix A, definition of household goods, for unauthorized items. The TMO will:

3.1.4.1.1. Ensure the member has an entitlement to ship HHG (JFTR, pars. U5330-F5 and U5515-G).

3.1.4.1.2. Cross-reference all applications (DD Form 1299, **Application for Shipment and/or Storage of Personal Property**, and DD Form 2278).

3.1.4.1.3. Advise the member of possible excess costs.

3.1.4.1.4. Annotate "paying officer review" on the personal property government bill of lading (PPGBL). Send a copy of the DD Form 2278 to Director, Joint Personal Property Shipping Office, San Antonio (ATTN: Excess Cost Adjudication Function (ECAAF), 613 Northwest Loop 410, Suite 400, San Antonio TX 78216-5518).

4. Incentive Payment and Advance Operating Allowance:

4.1. The member receives a cash incentive payment for participating in the program. The origin TMO computes payment at 95 percent of what it would cost the Government to transport the HHG using the Military Traffic Management Command's (MTMC) domestic personal property rate solicitation, international personal property rate solicitation, or the local drayage contract cost. TMO bases the computation on actual, constructed, or authorized JFTR weight allowance transported, whichever is less.

4.2. Members may choose a combination move split between a PPGBL, local contract, temporary storage, and DITY.

4.2.1. If a member elects split shipment, TMO bases incentive on the member's full JFTR weight allowance (if the member made no previous shipments) or the balance of the JFTR weight allowance (if the member has made additional shipments under the same order).

4.2.2. When split shipments consist entirely of DITY moves, TMO processes them as if there were only one shipment.

4.3. TMO bases any incentive on the total weight moved or the member's prescribed JFTR weight allowance, which ever is less. Apply the 500 pound minimum rule on shipments that weigh less than 500 pounds.

4.4. Active-duty, retired, or separated members may obtain advance DITY operating allowances to defray expenses (see paragraph 17.).

4.5. TMOs may authorize an operating allowance not to exceed 60 percent of the estimated PPGBL constructive cost.

4.5.1. TMO enters the appropriate amount of operating allowance on DD Form 2278, blocks 9a(4) and 9e.

4.5.2. If the member does not want an operating allowance, TMO enters "operating allowance not desired or authorized" in block 9a(4) and "none" in blocks 9b, c, d, and e.

5. Vehicles and Equipment:

5.1. POVs and equipment authorized for use in the DITY program include pickup trucks, vans, and vehicles that can be configured for hauling cargo, including those that have a back-seat removal option (for example, station wagons, minivans, blazers, jeeps, customized vans), and privately owned cargo trailers. See paragraph 5.3.2. for unauthorized vehicles.

5.2. When a member uses a personally owned trailer for an authorized DITY move, TMO may include the weight of the trailer in the incentive payment.

5.2.1. Such a trailer includes any authorized trailer (other than a camper trailer or travel trailer) that a commercial carrier could legally accept and transport as HHG.

5.2.2. The member or member's dependent must possess the trailer prior to the effective date of the PCS or TDY order.

5.2.3. When a member moves a single load using an authorized, personally owned trailer, the member or TMO weighs the trailer and property together and obtains one single gross weight. If the move involves two or more loads (likely in local moves), the member obtains a separate weight ticket for the trailer. TMO deducts the weight of the trailer after the first load and includes the weight of the trailer in the incentive payment on a one-time basis. TMO does not include the weight of the towing vehicle in the incentive payment computation.

5.3. TMO authorizes incentive payment for moving personal property on top of authorized vehicles.

5.3.1. Incentive payment is authorized for the weight of a personally owned car-top carrier that would be accepted for shipment by a carrier. However, TMO does not authorize incentive payment for the weight of a rented or borrowed car-top carrier.

5.3.2. TMO does not authorize incentive payment for any personal property moved in or on top of 2- and 4-door sedans, hatchbacks, travel trailers (with or without 5th wheel design), and mobile homes (self-propelled or towed).

5.3.2.1. JFTR, Appendix A, defines a mobile home as a mobile dwelling, constructed or converted, that is intended for use as a permanent residence and designed to be moved overland, either self-propelled or by towing.

5.3.3. This definition also includes a house trailer, travel trailer, privately owned rail car, bus, etc., converted for use as a residence (51 Comp Gen 806 (1972)). It may also include a boat used by a member as a principal place of residence (62 Comp Gen 292 (1983)).

5.4. TMO does not authorize use of small-package services, such as United Parcel Service, Federal Express, US mail, bus service, and commercial air service, because such use is inconsistent with the intent of the program.

5.5. A pickup truck with mounted camper or camper shell is an authorized vehicle for DITY moves. However, TMO does not authorize incentive payment for the weight of the camper or camper shell and any previously installed equipment.

5.6. A member may use a recreational vehicle that is not a principal place of residence to perform a DITY. TMO includes the weight of all integral equipment, built-in HHG, and so on, in the tare weight.

5.6.1. Department of Defense (DoD) 4500.34-R, *Personal Property Traffic Management Regulation*, October 1991, defines tare weight as the weight of the van or vehicle with all pads, dollies, hand trucks, ramps, and other equipment required to transport the shipment.

5.6.2. Packing or crating materials cannot be loaded on the vehicle at the time of tare weighing.

5.6.3. It is unauthorized for the driver or passenger to be on the vehicle at the time of either tare or gross weighing.

5.7. TMO should advise members they may be unable to mount temporary rental trailer hitches on late model cars. Before placing orders with rental dealers, members should verify that the temporary hitch fits on the vehicle or verify that the factory-installed hitch is suitable for use with rental trailers.

5.8. TMO should inform members that most truck-rental agencies provide familiarization, operation, and safety training on trucks and associated equipment. This training is critical because the member is solely liable while operating the leased (rental) vehicle, the same as if he or she were using a POV to perform the DITY. Rental agencies and the Government are not responsible for training drivers in operating leased vehicles.

6. Shipment Weight:

6.1. TMO tells members where to find Government and commercial scales.

6.2. TMO advises members they must submit acceptable tare and gross weight tickets, and keep a copy of each weight ticket for personal reference.

6.2.1. Members will ensure weight tickets contain all information as required by paragraph [15.2](#).

6.2.2. Weight tickets that do not contain all increments of the above data, but appear valid and reflect the actual weight moved, will be processed for an incentive payment when verified by the TMO.

6.3. Tell members where to submit weight tickets and DD Form 2278 to get certification of PPGBL constructive cost and incentive payment.

6.4. TMOs may approve the use of constructive weights when:

6.4.1. Government-arranged move is paid on the basis of a factor other than weight.

6.4.2. Scales are not available due to origin or destination of DITY move (i.e., from Government quarters to Government quarters, with or without a vehicle).

6.4.3. Move takes place during weekends or holidays.

6.4.4. Public and Government scales are closed because of time of day or holiday.

6.5. Prior to approving the use of constructive weights for shipments described above, TMOs will obtain a properly completed inventory of property (DD Form 1701, **Inventory of Household Goods**) to establish constructive weight before the move is performed. The TMO will certify the inventory to ensure all items listed qualify as household goods and that calculations are correct.

6.6. In other cases when a member cannot get weight tickets because of unusual circumstances, TMO sends the case to the origin MAJCOM for approval or disapproval. Case file must include:

6.6.1. DD Form 1701 signed by the member and TMO or superintendent.

6.6.2. Member certification that he or she transported the listed property during the DITY move.

6.6.3. TMO certification that he or she verified weight calculations and the weight is correct.

6.6.4. Letter from the member explaining why weight tickets are not available.

6.6.5. Copy of DD Form 2278.

6.6.6. Copy of applicable travel orders, including any amendments.

6.6.7. Legible copy of the vehicle rental contract, if applicable.

6.6.8. Cover letter with any additional information that might help MAJCOM in making the proper decision. TMO or superintendent must sign the letter.

6.7. TMO determines separate weight for PBP&E in accordance with DoD 4500.34-R, paragraph 3001c.

6.7.1. The member must obtain a separate weight ticket for PBP&E, except as paragraph 3001c authorizes.

6.7.2. If a member does not obtain a separate weight ticket and TMO authorizes constructive weights, TMO should apply the 7-pound-per-cubic-foot factor.

6.8. TMO computes the estimated constructive cost based on a member's estimated weight and applicable rate. Advise members that FSO pursues collection action to recover any overpayment if the estimated weight is greater than the actual weight.

6.9. TMO computes miles between authorized points based on point-to-point mileage in AFR 177-135, Official Table of Distances, Continental United States, Alaska, Hawaii, Canada, Canal Zone, Central America, Mexico, and Puerto Rico. Add 50 miles or 15-percent factor, whichever is more. (EXAMPLE: 15 percent x 1000 miles = 150. 1000 + 150 = 1150 miles.) This mileage add-on covers

detours and any excessive distance from the truck or trailer pickup point to the member's old home and from the member's new home to the truck or trailer turn-in point.

7. Documentation:

7.1. The TMO where a member first makes contact concerning DITY procedures prepares DD Form 2278 and authorizes use of a privately owned, leased, or rented vehicle. TMO's at overseas sites will prepare DD Form 2278 to the maximum extent possible for returning members who choose to make DITY moves in the CONUS.

7.2. TMO must not advise members to move their property first and then complete documentation afterward at the destination TMO. TMO must:

7.2.1. Prepare two sets of DITY documents for a round-trip TDY or TDY enroute.

7.2.2. Tell members to provide separate weight tickets for each segment of the move.

7.2.3. Complete the entire 6-part DD Form 2278, except for constructive-cost data and TMO certification of constructive cost.

7.2.4. Obtain actual point-to-point mileage from AFR 177-135, then add 15 percent or 50 miles, whichever is greater. Enter in block 4f of DD Form 2278. (EXAMPLE: 15 percent x 1000 = 150. 1000 + 150 = 1150 miles.)

7.2.5. Declare PBP&E in item 7d as prescribed in AF Supplement/JFTR and JTR, paragraph 2.3.5.2.

7.2.6. Distribute DD Form 2278 as follows:

7.2.6.1. TMO retains one copy in an outbound shipment file. If the member is separating in a non-pay status, suspense it for 45 days for return of weight tickets and original DD Form 2278.

7.2.6.2. The member retains the remaining copies for submission to the TMO that supports the paying FSO.

7.3. If a member makes more than one type of shipment (i.e., PPGBL and DITY), TMO adds DITY documentation to the member's domestic or international case file.

7.4. When a member sends acceptable weight tickets and completed DD Form 2278 to the TMO that supports the paying FSO, the TMO:

7.4.1. Uses section 3, code 1, interstate line-haul rates, published in the MTMC Domestic Personal Property Rate Solicitation, to compute constructive cost. For shipments moving 500 miles or less, use section 4, 5, or 6 if applicable. Always use 100 percent of the applicable rate.

7.4.1.1. TMO uses weight "break points" to establish appropriate PPGBL rate for all shipments other than local moves.

7.4.1.2. For shipments moving between CONUS and Canada or Mexico, TMO uses the base-line percentage and tender number cited in the MTMC International Personal Property Rate Solicitation, chapter 10, Special Solicitation.

7.4.1.3. For local moves, TMO uses the applicable local move contract rate.

7.4.2. Multiplies line-haul rate plus the \$5-per hundred weight (CWT) maximum-pack charge times the applicable weight (actual weight or member's authorized weight allowance, whichever

is less). Use 500 pound minimum rule if applicable. (See [Attachment 1](#) or [Attachment 2](#) for sample computations.) For local moves, TMO multiplies contract rate times shipment weight. Contract rate includes packing cost. (See paragraph [7.6.](#))

7.4.2.1. Packing charges are not applied to shipments being released from nontemporary storage (NTS).

7.4.3. Certifies the actual constructive cost by completing blocks 11 and 12. Sends two copies of DD Form 2278, three copies of the member's orders, and gross and tare weight tickets to the paying FSO. TMO retains copies of all documents in the shipment file.

7.5. For separatees, the TMO that certifies actual PPGBL constructive cost establishes a 45-day suspense from the date of the move, and awaits receipt of weight tickets and DD Form 2278 from the member. If the separatee does not return the required documents within 45 days, the TMO will advise the FSO (by letter) to take collection action of any advanced operating allowance if appropriate.

7.5.1. If the member later provides weight tickets, TMO processes the DITY move for payment of an incentive.

7.5.2. Members who incur excess costs or who are charged the cost of the DITY move in these situations may repay the debt and file a claim under the JFTR, par. U5320D and AFR 177-103, chapter 5, section C, paragraph 14-20.

7.6. If a member makes a local-vicinity move under the DITY program, within or outside CONUS, TMO uses rate and minimum weight specified in the local drayage contract times the actual weight or member's weight allowance, whichever is less. **EXCEPTION:** Moves made incident to JFTR, pars U5355-C, U5355-D1, U5355-D2, U5380-G2a, and U5380-G2b, are authorized drayage without regard to the member's prescribed weight allowance.

7.7. TMO advises members of their right to file a claim with the Government for loss or damage under the Military Personnel and Civilian Employees' Claims Act (Title 31 U.S.C. sections 3701 and 3721). The Air Force generally pays claims only for those damages incurred due to circumstances beyond a member's control (vehicle accidents, leakage, fires, or thefts in which the member is free of negligence). Members may want to consider buying private insurance to cover personal property being transported if they believe the basic valuation coverage by the government (\$40,000) is not enough to cover the value of the property. This added protection may be especially important if a member is moving items for which the government may pay limited maximum amounts if lost or damaged. Members should contact the local claims office for information on per item and per category maximum amounts.

7.7.1. For shipments releasing from non-temporary storage (NTS), a legible copy of the storage contractor's inventory will be used by the member to check for overages, shortages, or damage. If damage exists or if an item is short, a DD Form 1840, **Joint Statement of Loss or Damage at Delivery**, will be prepared. Both parties (member and warehouseman) will sign and date the DD Form 1840, each retaining a legible copy for their respective files. If there is no indication of loss or damage at the pick-up point (i.e., no DD Form 1840 initiated), the member assumes all responsibility for loss or damage, whether it be interior or exterior damage.

8. Insurance Coverage.

8.1. TMO advises members who plan to use a trailer for a DITY move to check their automobile insurance policy to see if they are properly covered in case of loss or damage. Some automobile insurance companies extend coverage when trailers are towed behind a POV; others may not. The member must procure additional insurance if required. The Government does not reimburse this insurance cost, nor is it a claimable expense.

8.2. TMO advises members that if they are involved in an accident, the other party may file a claim against the member or their insurance company. In such cases, the law of the state where the accident occurs determines liability.

8.2.1. Some courts have determined that members operating privately owned or rented vehicles on change-of-station moves are not acting within the scope of their employment. Thus, they may not be protected by the Federal Tort Claims Act, Title 28 U.S.C. 2679(b). As a result, members may be held personally liable if they have inadequate insurance coverage to satisfy all damage and third-party injury claims or lawsuits resulting from an accident.

8.2.2. If a member is involved in an accident, he or she should notify the staff judge advocate at the nearest military base about the accident as soon as possible.

9. DITY Moves to Mexico or Canada:

9.1. TMO notifies members that a registered customs broker must process shipments for any retiree, separatee, or relocating dependent not officially assigned to duty in Mexico.

9.1.1. Advise members that they must provide the customs broker with a detailed list (in Spanish) of all property being transported into Mexico.

9.1.2. Customs-broker offices are located in all border cities.

9.2. Members doing a DITY move in conjunction with retirement to Mexico or Canada.

9.2.1. Members should be briefed IAW JFTR para U5130 and U5365. Counsel the member that the incentive will be based on the rate and mileage to the border crossing to which travel will actually be performed or rate and mileage to the point in CONUS where the member elects travel, whichever is less.

9.2.2. Refer to AFR 177-103 Ch. 13, paragraph 13-3, figure 13-1 (Format for HOS Travel) for guidance when member selects HOS outside the United States.

9.2.3. DITY computation should be based on the Domestic Rate Solicitation section 3 baseline rate and mileage plus \$5.00 to the border crossing where travel is to be performed or rate and mileage plus \$5.00 to the point elected for travel in CONUS, whichever is less.

10. More Than One Shipment Under the Same Set of Orders:

10.1. If a member is still in a pay status, the TMO sends a copy of all DITY, line-haul, nontemporary storage, or local-move documentation to: Defense Finance and Accounting Service, Indianapolis Center, ATTN: DFAS-IN-FT, 8899 East 56th Street, Indianapolis IN 46249-0621. The Air Force excess cost adjudication function determines excess cost when there is more than one shipment.

10.2. If the DITY shipment is the last shipment, TMO bases the PPGBL constructive cost and incentive on the part of the member's weight allowance that remains or the actual net weight shipped, whichever is less.

10.2.1. If the PPGBL shipment is last, the TMO enters the DITY information on DD Form 1299.

10.2.2. On the SF 1203, **US Government Bill of Lading--Privately Owned Personal Property**, TMO enters “paying officer review” in block 34, checks the “other” block, and enters “DITY move” in block 25.

10.3. If a member separates from the service in a nonpay status, TMO reviews all shipment(s) information to ensure calculation of constructive cost is correct prior to processing through the FSO for payment.

11. Improper DITY Moves:

11.1. TMO may not authorize incentive payment when inquiries, inspection, or investigations reveal that a member acted improperly or failed to fully comply with applicable regulations. In addition, TMO must advise the FSO by letter to recoup advanced operating allowances, if applicable. Examples of improper DITY moves are:

11.1.1. Member obtains weights using improper weighing techniques. Examples are:

11.1.1.1. Personnel in vehicle.

11.1.1.2. Weighing towing vehicle (POV or truck) and trailer separately.

11.1.1.3. Fuel tanks not full.

11.1.1.4. Weight tickets altered.

11.1.2. Member attempts to collect incentive when member did not complete move to the destination for which he or she requested the incentive.

11.1.3. Member collects an operating allowance without either making or completing the move.

11.1.4. Member weighs same items multiple times or adds previously weighed items to another load (usually on local moves).

11.1.5. Member weighs a shipment that contains unauthorized items.

11.1.6. Other actions TMO deems inappropriate, in coordination with the major command (MAJCOM) traffic management staff.

11.2. Air Force Directorate of Transportation (HQ USAF/ILTT) sends Air Force Office of Special Investigations (AFOSI) case files to the MAJCOM transportation staff for initial review. The MAJCOM transportation staff conducts a review and sends case file to JPPSO-SAT/ECAF with recommendation for action.

12. Unauthorized Items:

12.1. Items the Air Force does not authorize for movement as HHG at Government expense or by Government arrangement are listed in JFTR, Appendix A.

12.1.1. Members who include unauthorized items in the weight of their DITY move may forfeit their DITY entitlements.

12.1.2. If members choose to move unauthorized items with their DITY shipment, they may do so only after establishing the net weight of the shipment.

12.2. Members may not transport items liable to impregnate or otherwise damage rental equipment or other property. Examples of hazardous articles include explosives, flammables, corrosive materials and poisons. (See DoD 4500.34-R.)

13. Combined Shipments--Husband and Wife:

13.1. A husband and wife who are both military members may ship their combined JFTR authorized weight allowances in a DITY move. TMO requires two sets of orders.

13.2. TMO prepares two DD Forms 2278 and processes them the same way it processes other DITY moves.

13.3. TMO authorizes each member half the operating allowance based on combined total estimated weight and each member gets half the incentive payment based on combined total actual weight moved.

14. Temporary Storage:

14.1. TMO may authorize temporary storage in accordance with JFTR, par. U5375. Types of temporary storage include:

14.1.1. Member extends truck or trailer rental time, keeping personal property in the vehicle. (Use of the rental truck or trailer for storage must not exceed 15 days). Approval must be obtained from the appropriate TMO prior to extending rental agreement.

14.1.2. Member uses mini-storage or commercial warehouse facilities, subject to time limits in JFTR, par. U5375. Member must obtain approval from TMO prior to placing property in storage.

14.2. If the member stores property in the rental vehicle or rental equipment, he or she must pay for the storage and file a claim for reimbursement on DD Form 1351-2, **Travel Voucher or Subvoucher**. Reimbursement for actual cost is authorized. TMO authorizes total reimbursement as a distinct entitlement for the DITY move.

14.2.1. When a member makes personal arrangements for storage in a mini-storage or commercial warehouse facility, reimbursement is limited to actual expense not to exceed the constructive cost of Government-procured storage (use Rate Solicitation) for a like amount of weight (not to exceed the member's maximum authorized JFTR weight allowance).

14.3. The member can deliver the property out of storage and get reimbursement for the actual cost of this delivery. However, if the member does not wish to carry out this delivery, TMO will use local DPM contract provisions, or local contractual procedures; prepares AF Form 9, **Request for Purchase**; and cites appropriated funds.

14.4. When an installation assigns a member Government quarters and issues AF Form 150, **Drayage/Storage Authorization--Government Quarters**, this assignment constitutes a new and separate entitlement under JFTR, par. U5355. The member may choose a DITY move from personally procured storage and be eligible for an additional incentive.

14.4.1. TMO bases constructive cost of a DITY move to quarters on local drayage rate.

14.4.2. The member may obtain new weight tickets for the local move, but this is optional.

14.4.3. If the member desires, TMO bases incentive payment on certified weight tickets the member obtains for the line-haul portion of the DITY move.

14.4.4. If the member chooses not to deliver HHG out of storage, TMO uses local contractual arrangements to perform the service. **NOTE:** Under no circumstances will TMO authorize a DITY move for delivery out of storage under JFTR, par. U5320-E, when the member placed HHG in storage in connection with a PPGBL move.

Section B—Member Responsibilities

15. Weight Tickets:

15.1. Members must obtain weight tickets for all DITY moves, regardless of weight allowance, except local moves from storage.

15.1. (30SW) Use 30 SW Form 23, Weight Recording Certificate, to record weight for shipment of personal property. Weighmaster must sign each weight entry.

15.1.1. (Added-30SW) 30 SW Form 23 will be distributed as follows:

Original — Headquarters, Military Traffic Management Command

1 copy to Accounting and Finance Office

1 copy to Origin Personal Property Shipping Office

1 copy to Reweigh File

15.2. The person who weighs the vehicle and equipment must sign the weight ticket. Tickets should contain the following information:

15.2.1. Complete name and location of the scale.

15.2.2. Date of each weighing.

15.2.3. Identification of weight entries as tare, gross, or net weights.

15.2.4. Company or carrier identification of the vehicle or license number of POV.

15.2.5. Last name and Social Security number of the shipper.

NOTE:

Weight tickets that only contain segments of the information prescribed above, yet appear to be valid and reflect the actual weight moved, will be processed for incentive payment when verified by TMO.

15.3. Member must obtain weights in accordance with guidance in MTMC Domestic Personal Property Rate Solicitation. Axle scale weights are permitted when they are not otherwise restricted by local or state law.

15.4. Members must obtain weight tickets at Government, commercial, or public scales. If available and if located within a reasonable distance from a member's residence, the member must use Government scales.

15.5. After a move, members provide the original DD Form 1351-2 to the paying FSO identified in block 4h of the DD Form 2278. **EXCEPTION:** For Army, Navy, and Marine Corps members, their

service processes DITY move documentation according to the appropriate Service regulations or guidance. For Navy and Marine Corps personnel, item 6 on the reverse of DD Form 2278 describes processing requirements.

16. After-The-Fact Do-It-Yourself (DITY) Move for Air Force Members.

16.1. SAF/MI has delegated Secretary of the Air Force authority for After-The-Fact DITY Move to the Installation Transportation Squadron Commander or Chief of Transportation, as appropriate.

16.2. Criteria for approval is that the member has accomplished all other aspects of the DITY move procedures i.e., used an authorized vehicle; obtained necessary weight certificate or qualified for constructive weight; and, possessed a valid authority (special order or funded housing assignment/termination authorization) prior to accomplishing the move.

Section C—FSO Payment Responsibilities

17. Designated FSO:

17.1. If a member is TDY (en route) or PCS to an activity within CONUS or Alaska, the gaining PCS FSO is the paying office. **EXCEPTION:** If a member is TDY with return to the assigned permanent duty station (PDS), the FSO at the PDS is the paying FSO.

17.2. If a member is retiring, separating, or PCS to a location outside CONUS, the losing base FSO is the paying station. Alaska is not considered “outside CONUS” for the purpose of this paragraph.

17.3. The FSO pays the member the operating allowance and annotates DD Form 2278, blocks 9b, c, and d, with voucher number; disbursing station symbol number; and date. The FSO provides members with two copies of DD Form 1351.

18. Travel Allowance. Members who select the DITY method and travel to the new destination in a rental vehicle or POV may also receive a monetary allowance in lieu of transportation (MALT). Travel payment is not an entitlement under the DITY program; the FSO processes travel payment separately on a travel voucher.

19. Form Prescribed. DD Form 2278, **Application for Do-It-Yourself Moves and Counseling Checklist.**

19. (30SW) Forms Prescribed: 30 SW Form 23, Weight Recording Certificate.

WILLIAM P. HALLIN, Lt General, USAF
DCS/Logistics

Attachment 1**PCS COMPUTATION (USING WEIGHT “BREAK POINTS”) EXAMPLE****SSgt Authorized 7000 Pounds:**

Estimated Weight: 3000 pounds. Notes 1 and 3.

Actual Weight: 3500 pounds. Notes 2 and 4.

Distance: 805 miles (include 15% or 50 miles, whichever is greater), 700 actual miles x 15% = 105 + 700 = a total of 805 miles.

Packing Allowance: \$5.00 per CWT

NOTES:

1. Computation a based on estimated weight of 3000 pounds (**NOTE:** Rate applicable for 2000 to 3999 pounds.): $\$34.00 + \$5.00 \times 3000 \text{ pounds} = \$1,170.00$
2. Computation b based on actual weight of 3500 pounds (**NOTE:** Weight Break Point = 3383 pounds.): $\$28.75 + \$5.00 \times 4000 \text{ pounds} = \$1,350.00$
3. Use computation a to determine the operating allowance: $60 \text{ percent} \times 1,170.00 = \702.00
4. Use computation b to determine the PPGBL constructive cost.

Attachment 2**TDY COMPUTATION EXAMPLE (USING 500 POUND MINIMUM)****SSgt Authorized 400 Pounds:**

Estimated Weight: 250 pounds (rate \$64.35 per CWT). Note 1 and 3.

Actual Weight: 300 pounds (rate \$64.35 per CWT). Notes 2 and 3.

Distance: 805 miles (include 15% or 50 miles, whichever is greater).

Packing Allowance: \$5.00 per CWT

NOTES:

1. Computation a based on estimated weight of 250 pounds: $\$64.35 + \5.00×500 pounds (MRT minimum weight) = \$346.75
2. Computation b based on actual weight of 300 pounds: $\$64.35 + \5.00×500 pounds (MRT minimum weight) = \$346.75
3. 500 pound minimum weight is basis for computing both operating allowance and PPGBL constructive cost.